



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

19 Dec 2011
PSDM 11-110

MEMORANDUM FOR ALL FSSs and MPSs

FROM: AFPC/DPS
550 C Street West, Suite 3
Randolph AFB, TX 78150-4713

SUBJECT: FY13 High Year Tenure (HYT) Adjustments for SrA, SSgts and TSgts

This is an Active Duty Personnel Service Delivery Memorandum (PSDM) and the guidance within this PSDM applies to regular enlisted active duty Air Force personnel only. This PSDM is not applicable to the Air National Guard or the Air Force Reserve.

The guidance outlined in this PSDM is authorized by the order of the Assistant Secretary of Air Force, Manpower and Reserve Affairs. This PSDM announces HYT changes effective in FY13. Senior Airman will be reduced from 10 to 8 years, Staff Sergeant will be reduced from 20 to 15 years, and Technical Sergeant will be reduced from 22 to 20 years. In most instances, Airmen will be provided two opportunities to test for promotion. The HYT changes will be phased in to coincide with the FY13 promotion cycles. The attachment to this PSDM outlines criteria and provides guidance regarding the HYT adjustments.

The FSS/MPS action office for this memorandum is Career Development. Please provide a copy of this PSDM to Commanders, First Sergeants and Career Assistance Advisors, Military Personnel Section Career Enhancement elements and Airman and Family Readiness offices. Not later than 21 Dec 11, FY12 Force Management Programs, to include changes to Enlisted HYT will be available at <https://gum-crm.csd.disa.mil/app/categories/p/8%2C10/c/790>, and then click on the "Force Management" link.

Ensure any government records created/collected as a result of business processes prescribed within the PSDM coordination: FY13 HYT Adjustments Program message and the record copy of the message are managed/maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located within the AFRIMS database at the Air Force Portal at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

AFPC POCs: MPSs/FSSs should contact the appropriate AFPC POC with any questions they may have concerning information contained within this PSDM. AFPC POCs contact information is as follows:

a. AFPC/DPSOR (Retirements): DSN 665-2508 or email at afpc.dpsor.retirements@us.af.mil

- b. AFPC/DPSOS (Separations): DSN 665-2792 or email dpsos.separations@us.af.mil
- c. AFPC/DPAPP (Assignments): DSN 665-3815 or email at afpc.dpapp@us.af.mil
- d. AFPC/DPSOAE (Reenlistments): DSN 665-2090 or email at afpc/dpsreenlistmentsdlist@us.af.mil
- e. AFPC/DPSOE (Enlisted Promotions): DSN 665-2107 or email at afpc.dpsoe@randolph.af.mil
- f. AFPC/DPWPS (Deployment/Strategic Plans): DSN 665-1218 or email dpw.strategicbranch@us.af.mil

Members needing additional information may contact the Total Force Service Center-San Antonio (TFSC-SA) at DSN 665-5000 or 1-800-525-0102.

//SIGNED//

Director, Personnel Services

Attachments:

1. Implementation Guidance for HYT
Adjustments for SrA (E-4), SSgts (E-5) & TSgts (E-6)

ATTACHMENT 1

IMPLEMENTATION GUIDANCE FOR HYT ADJUSTMENTS FOR SRA (E-4), SSGTS (E-5) & TSGTS (E-6)

1. General Guidance: The adjustment to SrA, SSgt, and TSgt HYTs will apply to all AFSCs. In most instances, Airmen will be provided two opportunities to test for promotion. The table below depicts the HYT effective date for affected Airmen.

Rank	TAFMSD	Latest Sep / Ret Date
Senior Airman	30 Sep 05 or earlier	Original HYT or 29 Sep 2013 (DOS) (whichever comes first)
	1 Oct 05 or later	8 years
Staff Sergeant	30 Sep 97 or earlier	20 years (Lengthy Service Qualified)
	1 Oct 97 – 30 Sep 98	29 Sep 2013 (DOS)
	1 Oct 98 or later	15 years
Technical Sergeant	31 Aug 93 or earlier	Original HYT or 1 Sep 2013 Ret Effective Date (whichever comes first)
	1 Sep 93 or later	20 years

2. Demotions: Airmen demoted to the grade of SrA or SSgt, whose effective date of rank does not afford them one additional promotion opportunity will have their HYT adjusted to render them eligible for one additional promotion opportunity. An Airman is not required to be considered for promotion if he or she is ineligible for consideration according to AFI 36-2502, *Airman Promotion/Demotion Programs*, Table 2.1.

A HYT adjusted to provide one promotion opportunity will not be further reduced simply because the Airman has an ineligible promotion eligibility status (PES) code. The adjusted HYT will remain even though the PES code is projected to exist through the promotion eligibility cutoff date of the next cycle, or because the Airman is not expected to be recommended for promotion the next promotion cycle. There are no PES codes that cannot be changed prior to promotion testing. If the Airman is made ineligible for consideration for promotion in the next promotion cycle, he or she will separate in the fourth month after the promotion cycle for which they are TIG eligible unless the member requests early separation. This includes Airmen assigned to an overseas location.

Airmen who are reduced to SSgt or below and have 16 years of service (YOS), but less than 20 YOS are considered lengthy service qualified and their HYT date will be established at 20 YOS.

3. **Assignments:** AFI 36-2110, *Assignments*, addresses assignment procedures relevant to new HYT reduction. Airmen assigned OS will have their DEROS involuntarily extended due to insufficient retainability to PCS to the CONUS or their DEROS curtailed to match the new HYT. Airmen pending assignments to any location who will no longer have required service retainability will have their projected assignments cancelled. PCS cancellations resulting in a severe hardship will be considered on a case by case basis.

4. **Deployments:** The new HYT adjustments should not affect a deployed member's TDY period. The records for members currently tasked for deployment, were reviewed and action has been taken to relevy when possible. For future taskings, unit commanders will review Airmen projected to deploy to validate deployment eligibility after new HYT adjustments.

5. **Promotions:** AFI 36-2502, *Airman Promotion/Demotion Programs*, addresses information on promotion eligibility. Based on new HYT adjustments, Airmen in the grades of SSgt through TSgt will be eligible for promotion if their projected separation or retirement is on or after the first day promotions begin for the promotion cycle. SrA will be eligible for promotion consideration to SSgt only if the adjusted HYT date is on or after 1 September of the applicable promotion cycle. Members selected for promotion will follow the new HYT policy for the higher grade.

6. **Reenlistments:** IAW AFI 36-2606, *Reenlistments in the United States Air Force*, reenlistment eligible First Term Airmen (FTA) authorized a Zone A SRB will have their HYT adjusted to 10 years of service provided the reenlistment/extension occurs before they complete 6 years TAFMS. Additionally, Zone E SRB eligible TSgts will have their HYT adjusted to 22 years of service provided the reenlistment/extension entitles the Airman to a Zone E SRB. An Airman subsequently promoted after the new HYT adjustments or approved for an HYT extension/adjustment for any reason must execute a new contract to meet the adjusted/new HYT. Their previous contract will not be used to meet the new retainability.

7. **Separations:** SrA or SSgts separated under HYT will be eligible for separation pay. Airmen separated under HYT who are otherwise fully qualified for retention are eligible for full separation pay. Airmen who are not otherwise fully qualified for retention will receive half separation pay. **NOTE:** Airmen must have a minimum of six years of total active service and not serving in their initial enlistment to be eligible for separation pay. The initial term of enlistment is the service obligation that the Airman incurred upon initial enlistment into the Air Force.

Airmen who are subject to involuntary extension of their DEROS IAW paragraph 3 above and do not wish to have their HYT adjusted to their DEROS may request to separate if otherwise eligible on their original DEROS without loss of separation pay IAW AFI 36-3208, *Administrative Separation of Airmen*, paragraph 2.16. To do so, Airmen must submit a memorandum through their immediate commander requesting to retain their original DEROS.

The memorandum must be completed and submitted to dpsos.separations@us.af.mil NLT 60 days prior to their original DEROS. **NOTE:** Airmen must meet minimum service requirements for separation pay as explained above.

8. **Retirements:** SSgts with 16 years or more of TAFMS as of 30 Sep 13, will be eligible for retirement at 20 YOS. TSgts with 20 years of TAFMS as of 31 Aug 13 are eligible for retirement effective 1 Sep 2013.

9. **HYT Extensions:** Airmen may request an extension to their HYT for mission critical needs or based upon extreme personal hardship, i.e., circumstances or situation uncommon to other Airmen. Requests for extension must be fully documented and endorsed by the unit and wing commander. Requests for TSgt HYT extensions will be forwarded to AFPC Retirements Branch and requests for SrA or SSgt extensions will be forwarded to AFPC Separations Branch, respectively.

10. **Post-9/11 GI Bill Transferability of Education Benefits (TEB) Option:** Airmen who will have their HYT adjusted, and the subsequent reduction will not allow the Airman to complete their ADSC(s) associated with the Post-9/11 GI Bill TEB Option, should contact their local Education Office regarding eligibility to transfer the benefit to their respective family member(s). Airmen may also visit the Air Force's Post-9/11 GI Bill web page at: <http://www.afpc.af.mil/library/gibill/index.asp> for additional information.